



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 11-30-78	1. Agency Address Georgia Ports Authority Administration Division, Personnel Dept. Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-4	
Application Number 43		Date Received DEC 22 1978	Date Completed JAN 18 1979
2. Person to Contact John Powers		Working Title Personnel Manager	Telephone Number 964-1721, # 283
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973		5. Records Series Title (followed by title used in office, if different) Benefits Hours Register File	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?  Responsible for the recruitment, training, job analysis and classification, and formulation and implementation of personnel programs and procedures.	
7. Record Series Description  Documents relating to:  Included are:  File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Accrued benefits for all employees of G.P.A.  Printouts listing division number, name of employee, benefits date, vacation information, sick leave information, attendance bonus.  Binders are arranged chronologically, printouts are printed in numerical order by division.	
8. Monthly Reference Rate One to six months old <u>12</u> ; seven to twelve months old <u>8</u> ; thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>2</u> ?		How often are records referred to which are:   	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 legal size box</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	12-18-78

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	1-17-79
Secretary of State/Designee	<i>[Signature]</i>	1-8-79
Attorney General/Designee	<i>[Signature]</i>	1-17-79

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)